

Updated on: July 16, 2019

Privacy Notice

Quadrans Consulting S.C.

This document describes the **way that we collect and use the personal data you provide us**. It also describes **what type of data these are and what are your options to limit the use of said data, as well as the procedure to exercise your ARCO rights**.

1) Responsible for the protection of your personal data:

Quadrans Consulting S.C., with address at **Avenida Paseo Tulum, Manzana 19 A, Lote 01, Local 37, Plaza Paseo Playacar, Fraccionamiento Playacar Fase II Playa del Carmen, Quintana Roo 77710', México**, is responsible for the treatment (use) of your personal data pursuant to the provisions in the Federal Law on Protection of Personal Data held by Private Individuals and its Regulations.

Quadrans Consulting, S.C. has adopted and keeps up the necessary security, administrative, technical and physical measures within its reach to protect personal data against any damage, loss, alteration, destruction or its unauthorized use, access or treatment.

Quadrans Consulting, S.C. may provide the services you contracted directly or through its affiliate companies.

2) Our Data Protection Department:

- **Department Head: Wendolinne Vicke Mondragon.**
 - **Address:** Avenida Paseo Tulum, Manzana 19 A, Lote 01, Local 37, Plaza Paseo Playacar, Fraccionamiento Playacar Fase II Playa del Carmen, Quintana Roo 77710.
 - **Electronic mail: wvicke@quadrans.mx**
 - **Telephone: (984) 159 2000.**
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3) What is our purpose to collect and use your personal data?

Your personal data will be used for the following purposes:

- To provide assistance and professional consulting services in the legal, accounting, financial and tax areas.
- To prepare or review all kind of legal documents requested by you.
- To provide legal certainty to all juridical deeds and actions undertaken.
- To provide our accounting, tax and/or audit services as requested, including,

among other, tax returns and payments, accounting reports, notices to federal, state and local tax authorities as well as to other government offices.

- To prepare financial statements and accounting reports.
- To comply with the requirements demanded by the competent authorities.
- Complete all kind of processes and formalities before federal, state and local authorities.
- To respond to their information, attention and service requests.
- Preparation, study, analysis, updating and preservation of the service folder.
- Storage of records and folders for future services' follow up.
- Financial management, billing and collection.
- Comply with the obligations and commitments we have made with you.
- To send you our newsletter.

Your personal data could be used for purposes compatible with those described and which could be considered similar.

4) What personal data do we gather and from where?

For the afore indicated purposes we can receive your personal data from different sources:

- When you visit our webpage or use our online services.
- By telephone or email.
- When you provide it to us personally.
- When we obtain information through other public access sources allowed by the law (Phonebook or other directories, government websites, including the official site of the Internal Revenue Service (SAT), the State Revenue Office of Quintana Roo (SAIQ), the Mexican Social Security Institute, the Financial Intelligence Unit, among other).

Personal data we collect:

- **Identification data.** Information regarding an individual person allowing to differentiate him/her from other persons in a collectivity, such as: name; marital status; hand and electronic signature; Taxpayer's Identification Number (RFC); Personal Registration Number (CURP); number of military service card; birth place and date; nationality; photographs; age, among other.
- **Contact data.** Information allowing us to keep in or enter into contact with you, such as: address, electronic mail, fixed telephone, cellular telephone, among other;
- **Labor data.** Information about an individual person regarding his/her job, position or commission; job performance and professional experience, obtained from recruitment, selection, hiring, appointment, assessment and training processes, such as position, job address, electronic or institutional mail, institutional telephone; labor references; date of joining and leaving a job, among others.
- **Academic data.** Information concerning an individual person describing his/her schooling, aptitudes, development and professional or technical orientation, backed up by educational institutions, such as: education curriculum; diplomas; professional license; certificates; awards; among other.

- **Patrimonial or financial data.** Information about an individual person relative to his/her property, rights, burdens or obligations susceptible of monetary valuation, for example: movable and real estate property, tax information; credit history; income and expenses; bank accounts; insurance; pension funds; bonds, credit card number, Social Security number, electronic invoices in PDF and XML formats, among other.

Personal data from your family members, persons you support or who are your beneficiaries, might also be requested, such as surnames and names, birth date, address and telephone number and the corresponding documents of proof, such as birth certificate and/or marriage certificate; in case of corporate persons, the corporate charter, proof of address, registration with the RFC , corporate goal, data from the general manager or Board of Directors and personal data of the legal agent, might also be requested.

We do not, intentionally, request or handle personal data from minors or disabled persons without the express consent from their parents, guardians or legal representatives.

We inform you that, in order to comply with the purposes indicated in this privacy notice, the following **sensitive personal data** will be requested and treated:

- Medical and/or psychological history (Health condition, ailments and/or clinical file)

criminal records

We need your express consent (acceptance) (a) for the treatment of your sensitive personal data, and we warrant that the same shall be treated under the strictest security measures guaranteeing their confidentiality.

I hereby consent and agree that my personal data be treated according to the terms and conditions of this privacy notice, authorizing expressly Quadrans Consulting, S.C. and/or its affiliated companies to obtain the aforementioned information.

Name and signature of owner

5) How to Access, rectify, cancel or oppose to the use and treatment of your personal data (ARCO rights) or to revoke your consent for the treatment of your data?

You have the constitutional right to **Access** and know the personal data we have and the details on the treatment and use of the same, as well as to **Rectify them** and correct them in case they are inexact or incomplete; to **Cancel them** and eliminate them when you consider they are not required for any of the purposes indicated in this privacy notice, or if they are being used for purposes not authorized by you or if the contractual or service relationship has been terminated, or **To Oppose** treatment of the same for specific purposes.

If you wish to know the requirements and procedures to exercise the ARCO rights, we ask you to please contact the person responsible for Personal Data at QUADRANS CONSULTING, S.C., in the email: wvicke@quadrans.mx

How is consent for treatment of your personal data revoked?

If you wish to revoke the consent you granted us to use your personal data, please send your request to our **Personal Data Protection Department** at the email address: **wvicke@quadrans.mx**

6) Transfer of personal data:

We inform you that your personal data shall in no case be divulged, shared or transferred to third parties, but only and exclusively when the law imposes the obligation to send the information we have collected to the competent authorities, whether judiciary, administrative and/or revenue, including public records offices and notary archives.

Likewise, your personal data will be shared with affiliate companies of our corporation, who will use said personal data listed in item 4) hereof for the purposes specified in item 3).

7) Amendments to the privacy notice:

This privacy notice may undergo amendments, changes or updates derived from new legal requirements; from our own needs for the product or services that we offer; of our privacy practices; for changes in our business model, or for other reasons.

We are committed to keep you informed about any changes that this privacy notice may suffer through an email at the address that you gave us.

The procedure whereby notices about changes or updates to this privacy notice are made, is the following: you will be sent an email from the Mail address **info@quadrans.mx**, wherein you will be informed of the change or update of this privacy notice and you will also receive an attached PDF file containing the full text of the same.

Likewise, all changes to the privacy notice may be consulted in our webpage **www.quadranslawandfinance.com**

Use of cookies, web beacons and JavaScript

Cookies are small piece of information sent automatically by our website, which are stored in your browser. This way, the website may consult said information to know the prior activity of the user and speed up some processes, such as keeping the session or identifying which sections of the site you have already visited.

Web beacons along with the JavaScripts of web metrics, allow storage of information about the use patterns of our website. We inform you that we use these tools to obtain statistical information like the following:

- Type of browser and operating system, webpages consulted, origin of the visit, IP address of access, time of permanence in our site, among other statistical data.

If you have any doubts or comments regarding the Privacy Notice, we ask you to please contact the Personal Data Protection Department, at the following email address **wvicke@quadrans.mx** or at the afore specified address.

If, after exercising your **ARCO rights** before **QUADRANS Consulting S.C.** through the mechanisms set forth in this **Privacy Notice**, you consider that the answer has not been satisfactory or is incomplete; or you presume that your right of protection of personal data has been harmed by any behavior or action of ours; or if you have evidence that there is any violation to the provisions in the **Federal Law on Protection of Personal Data held by Private** Individuals, regarding treatment of your personal data, you may file the corresponding complaint or accusation before the IFAI. For more information, visit: www.ifai.org.mx